

Crosscrake CE Nursery & Primary

Remote learning policy

Approved by: - Linda Fletcher, Head.

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Reviewed & changes made: -

4.1.21	Google classroom fully implemented & Tapestry as learning platform for EYFS.

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1. Aims

This remote learning policy for staff aims to:

Ensure consistency in the approach to remote learning for pupils who aren't in school

Set out expectations for all members of the school community with regards to remote learning

Provide appropriate guidelines for data protection

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, teachers must be available between 8.30-4.30.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure. When providing remote learning, teachers are responsible for:

Staff responsibilities include:

Setting work –:

Differentiated work for their normal class group.

Minimum daily – lesson for Literacy, Numeracy & a topic related activity. Children will also be able to complete a daily IDL session for Numeracy & Literacy on their individual logins in addition to the class work.

The work needs to be set by 8am each day, with advance warning of any special resources e.g. junk modelling materials.

Work should be uploaded onto the Google Classroom or Tapestry. If any parents are unable to access these, special arrangements will be made.

Staff need to co-ordinate with other teachers, including job shares & those teaching in school, to ensure consistency and to make sure pupils with limited access to devices can still complete the work

Providing feedback on work:

Pupils(parents) can return work via Google classroom or Tapestry for staff to see. Feedback on some work will be provided via our 'live' Meets and also through marked work returned to children on the G classroom. To support parents with remote learning provision, staff will send answers as appropriate so they can mark the work with their child. We will continue to provide families with the option to drop off home learning at school for staff to see, or to send attachments by emails on kids@crosscrake.cumbria.sch.uk until all return to school.

We value the fact that our parents are doing a brilliant job, providing emergency education for their children during the pandemic lockdown periods. Staff respect the fact that many are juggling work, the uncertainty of furlough, personal circumstances, limited devices and variable broadband connections, and appreciate all that they achieve.

Keeping in touch with pupils who aren't in school and their parents:

Staff are expected to make regular contact with families during periods of remote learning. If an individual needs to self-isolate, work should be supplied for day 2 onward via email, website or GSuite. For a whole school bubble lockdown, work needs to be supplied from day 1 of closure. For vulnerable children or in extended 'lockdown' periods 'safe & well' calls will be scheduled, along with welfare visits as required. If a child is absent because they are unwell, we expect them to rest & recover, and do not expect home learning to be completed.

Phone calls & answering emails from parents and pupils should be completed during the working hours of 8.30-4.30.

The Head should be informed of any complaints or concerns shared by parents and pupils, and record maintained by member of staff. Safeguarding concerns should be notified in the normal way.

Behavioural issues, such as failing to complete work should be recorded and in the first instance teachers need to discuss concerns with parents. If the problem persists, the Head will get involved as per Behaviour policy, if necessary.

Attending virtual meetings with staff, parents and pupils:

Dress code should be standard professional work clothing.

Locations should avoid areas with background noise, nothing inappropriate in the background etc

If teachers are working in school with some children e.g. vulnerable & key worker children, and still need to provide remote learning links between the in-school and remote provision need to be explored to manage workload & the possibility for example, of streaming lessons in school to pupils learning remotely can be explored.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am-3.30pm or hours as contracted.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When assisting with remote learning, teaching assistants are responsible for:

Supporting pupils who aren't in school with learning remotely following consultation with the SENco

Attending virtual meetings with teachers, parents and pupils:

Dress code should be standard professional work clothing.

Locations should avoid areas with background noise, nothing inappropriate in the background etc

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

Considering whether any aspects of the subject curriculum need to change to accommodate remote learning

Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent

Monitoring the remote work set by teachers in their subject, such as through regular meetings with teachers or by reviewing work set

Alerting teachers to resources they can use to teach their subject remotely

Mrs Robinson will continue to co-ordinating the remote learning approach across the school for the website uploads.

The effectiveness of remote learning will be monitored through teacher annotated reviews of lesson plans, regular meetings with teachers and subject leaders, reviewing work set and feedback from staff, pupils and parents

Monitoring the security of remote learning systems, including data protection and safeguarding considerations will be overseen by the Head.

2.5 Designated safeguarding lead

The DSL is responsible for ensuring the policy is reviewed and implemented, even during periods of remote learning.

2.6 IT

Staff are responsible for:

Liaising with parents and reporting any issues with systems used to set and collect work

Recording any technical issues, they or pupils/parents are experiencing, so advice can be sought as necessary.

Flagging any data protection breaches to the Head or Mrs Kos (data protection officer)

Assisting pupils and parents with accessing the internet or devices.

2.7 Pupils and parents

Staff can expect pupils learning remotely to:

Be contactable during the school day, especially 9-12 – although they may not always be in front of a device the entire time

Complete work to the deadline set by teachers

Seek help if they need it, from teachers or teaching assistants

Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

Make the school aware if their child is sick or otherwise can't complete work

Seek help from the school if they need it.

Be respectful when making any complaints or concerns known to staff

2.8 Governing board

The governing board is responsible for:

Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible

Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

Issues in setting work – talk to the relevant subject lead or SENCO

Issues with behaviour – talk to job share partner, or Head

Issues with IT – talk to Head

Issues with their own workload or wellbeing – talk to the Head

Concerns about data protection – talk to the data protection officer, Mrs Kos.

Concerns about safeguarding – talk to the DSL, Mrs Fletcher.

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

Access the data via Scholar Pack a secure cloud service.

Staff, wherever possible should use school provided devices they should use to access the data, rather than their own personal devices

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

4.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)

Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device

Making sure the device locks if left inactive for a period of time

Not sharing the device among family or friends

Ensuring antivirus and anti-spyware software is up to date

Keeping operating systems up to date – always install the latest updates

5. Monitoring arrangements

This policy will be reviewed as a working document in response to the exceptional circumstances, we are currently working under. Reports will be made to Governing Body periodically.

7. Links with other policies

This policy links to:

Behaviour policy

Child protection policy and coronavirus addendum to our child protection policy

Data protection policy and privacy notices

Home-school agreement

ICT and internet acceptable use/ Online safety policy